Graduate Student Advising for New Faculty

The Graduate School
Montana State University
October 6, 2014
Scenario #1

A student accesses his DegreeWorks record and wonders why his current courses do not appear.

A. The student’s grade point average is below 3.0 and their DegreeWorks record is frozen until they contact their advisor.

B. The student has not yet submitted his program of study and what appears is the generic requirements for the degree program.

C. The student cannot use DegreeWorks until they have selected an advisor/graduate committee chair.
A student accesses his/her DegreeWorks record and is wondering why his/her current courses are not appearing there. The screen looks like this:

Take a look at the screen and figure out what is going on. Select all that apply.

A. The student’s grade point average is below 3.0 and their DegreeWorks record is frozen until they contact their advisor.
B. The student has not yet submitted his program of study and what appears is the generic requirements for the degree program.
C. The student cannot use DegreeWorks until they have selected an advisor/graduate committee chair.

Answer – B
DegreeWorks is a web-based degree planning tool used to track completion of a degree or certificate. DegreeWorks is not a substitute for consultation with the graduate committee chair!

- Ann Vinciguerra (994-5729; ann.vinciguerra@montana.edu) will be your Graduate School contact for all questions regarding programs of study records in DegreeWorks.

- Before submitting a program of study, students will see the general degree or certificate requirements established by their department. Once a program of study has been approved by The Graduate School, DegreeWorks will be customized to reflect the individualized program of study.

- Note that in this example DegreeWorks states that the student has a registration hold. It is important to figure out what this is for. (Health records, program of study, financial, etc.) The student may be attending classes but may not actually be registered. Call The Graduate School (994-4149) to find out what is causing the hold.

- Students can always access DegreeWorks and accounts are never frozen, inactivated, placed on hold, etc.

A student will know when their DegreeWorks record has been updated as their ID will appear next to the words “Program of Study.” (Note that the full ID will be displayed but is blacked out here to protect privacy.)

| Program of Study 02 | Catalog Year: 2012-2014 | Credits Required: 32
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmet conditions for this set of requirements: 30-45 credits are required. You currently have 24, you still need 6 more credits.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Degree Credits: Leadership &amp; Organizational Theory</td>
<td>EDDL 61D</td>
<td>Leadership and Organizational Therapy</td>
</tr>
<tr>
<td>Advanced Educational Psychology</td>
<td>EDCE 508</td>
<td>Advanced Educational Psychology</td>
</tr>
<tr>
<td>Supervision &amp; Instructional Leadership Research</td>
<td>EDDL 630</td>
<td>Supervision &amp; Instructional Leadership Research</td>
</tr>
</tbody>
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To understand the status of the courses listed in the program of study DegreeWorks uses a series of symbols and provides a legend.

Legend

- Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- * Prerequisite Required
- PL Planned Course
- Any course number

DegreeWorks also lists the student’s graduate committee chair. That individual is listed in the “Advisor” field as the DegreeWorks layout cannot be edited.
Scenario #2

A student is prevented from registering due to a “program of study” hold.

What does that mean?

How do you assist the student so that they may register?
Scenario #3

Your student wants to change the composition of their graduate committee. 

*What do you do?*
Scenario #4

Your student is sitting for their comprehensive examination/ dissertation defense but the Graduate Representative cannot attend the scheduled date.

What do you do?
Scenario #5

You are reviewing an international student’s application for summer term 2015. Your careful review determined that 1) the applicant is missing a few courses relevant to their master’s program and 2) they are not self-funded and the department is not offering funding.

What do you do?

A. Recommend that the applicant be admitted provisionally, listing courses to be taken during their first term.

B. Recommend full admission even though the department is not offering funds.

C. Decline the application because there is no funding.
Scenario #6

You are beginning the new online review process for applicants, however, after logging in you notice that an applicant did not submit official transcripts or test scores… but you want to admit them.

Can you do this?

A. If the applicant has submitted unofficial scores, you can admit them on a conditional basis. The condition restricts registration until official scores are received.

B. You cannot admit the applicant. Official documents are necessary to review an application for admission.
Scenario #7

Suppose the student is no longer interested in their current degree program. They express the desire to switch to a different degree program.

*What can the faculty do to assist?*

A. Discourage the student from leaving their current program; try to convince them that it is the right program for them.
B. Suggest that the student work with The GS and the program they desire to determine how to switch.
C. Inform the student that they can switch from the current program to a new program.
Scenario #8

Your student states he has been appointed as a teaching assistant.

What does this mean?
What if the student is a non-resident?
Scenario #9

The student obtains a cumulative GPA less than 3.0 at the end of the semester. Is this student suspended?
Scenario #10

A student has a GPA less than 3.0 and has been placed on university suspension but wants to continue with their degree program. What do they need to do?
Scenario #11

Can a student or committee member participate in a comprehensive examination via Skype™ or other video conferencing tool?
Scenario #12

A student has taken a leave of absence and now they wish to return to their previous program.

Can the student come back anytime to complete their degree?
Scenario #13

All theses and dissertations must be formatted to meet The GS guidelines. When can a student submit their work to the Formatting Advisor for review?

a. The student should submit their thesis or dissertation when the document is complete.
b. The student can submit a draft to the Formatting Advisor at any time.
c. It is only necessary to contact the Formatting Advisor if the thesis/dissertation has complex charts and tables.